



In association with Masjid Umar Sheffield

MADRASAH ADMISSION FORM 2023

PLEASE ONLY COMPLETE THE FORM IF YOUR CHILD WAS BORN ON OR BEFORE 31st October 2018

1. Student's First name:		2. Student's Surname:	
3. Father's name:		4. Gender: Male Female (circle one please)	5. Child's DOB:
6. Full Home Address:			
Student's Present School Year:		7. Father's Mobile No.	
8. Mother's Mobile No.		9. Home Tel. No. / Emergency No.	
10. In order to place the child in the appropriate class, please tick one of the boxes below which best reflects the child's level of reading:			
Not started Qa'idah [] (Please tick one)	Finished half of Qa'idah []	Finished Qa'idah []	Can read the Qur'an []
11. Does the child have any health issues madrassah needs to be aware of?	Yes No	If yes, please specify:	
12. Does the child have any learning difficulties?	Yes No	If yes, please specify:	
13. Do you already have a child attending our madrassah?	Yes No	If yes, please quote the Family Registration number	
14. Name of previous madrassah attended?			

Declaration: I have fully read and understood the Madrasah Code of Conduct and I agree to abide by it

Parent Guardian Name.....

Signature..... Date.....

OFFICE USE ONLY

Date received: Form checked [] DOB evidence checked [] Student competence checked [] Reg no:

Class no: Notes:

Madrasah Code of Conduct

Rules and regulations are a key factor in any successful institution. At Yorkshire Muslim Academy (YMA), our objectives are to promote pure Islam, a high level of discipline and a high standard of education. In order to achieve these objectives, it is of paramount importance that our Madrasah also has a set of rules and regulations in place. They are as follows:-

1. **Attendance:** Although no compensation can ever make up for the loss of absence from the class, nevertheless, as a deterrent, any unauthorised absence will result in either a Saturday morning detention or a penalty charge of £5- as decided by the institution. Absence leave must be requested in advance, together with proof of absence. Merely dropping a message or a call to inform us of an absence will not be acceptable and will be regarded as unauthorised.
2. **Punctuality:** To ensure all our children receive maximum and equal learning time, it is of great importance that every child attends regularly and on time. Absence from the class or attending late can have a major detrimental effect on the Madrasah as a whole as well as individually on the child's progress. The normal tuition times for the Madrasah will be from Monday to Friday between 5pm – 7pm. However, during the school holiday period, the times may change and you will be notified of the changes in advance. Failure to attend on time will result in a same-day detention for twice as much time as the pupil was late. However, repeated lateness will result in a Saturday morning detention.
3. **Uniform:** Uniform policy is part of Islamic modesty, discipline and identity. Failure to abide by the dress code will result in a twenty minute same-day detention. Repeated breaches of the dress code will lead to a Saturday detention.
4. **Books and Equipment:** To ensure our children are well prepared for the lessons and activities planned, it is important that every child brings with him or her the necessary and correct books and equipment. Failure to bring the correct books or equipment will result in a twenty minute same-day detention. Repeated failure will lead to a Saturday morning detention.
5. **Behaviour:** Good behaviour is of paramount importance everywhere for all. In Islam, this is stressed and emphasised even more. Hence, misbehaviour at our Madrasah will not be tolerated. Minor incidents of misbehaviour will result in a twenty minute same-day detention, whereas major acts will lead to a Saturday morning detention. The decision in recognising any particular act of misbehaviour as major or minor will be left at the discretion of the teacher. If the misbehaviour continues, then a concerns meeting will be held with the parent and the child will be put on Madrasah Report. In the event where the issue of misbehaviour has not been resolved, then the child may be suspended and then permanently excluded from the Madrasah.
6. **Mobiles:** The Madrasah has a strict NO MOBILE POLICY which means no child is allowed to bring a mobile with them to the Madrasah. This is to ensure that children are not distracted in their learning. Therefore, any child found with a mobile will have it confiscated. Parents may contact the Madrasah directly if there is an urgent need or in any emergency.
7. **Bullying:** We wish to see every child in our Madrasah happy, safe and secure. Hence any form of bullying will not be tolerated and will be dealt with promptly and seriously. Any form of proven bullying will lead to a Saturday morning detention. Repeated Incidents may also result in the child being put on Madrasah Report or being expelled.
8. **Salaah:** In Islam, children from the age of ten are required to be regular with their daily Salaats. At our Madrasah, we aim to encourage our children to practice what they learn. Hence, we require every male child in Class 5 and above who lives within walking distance to Masjid Umar, to at least offer two Salaats per day during the weekends and holidays with Jamaa'ah at Masjid Umar. Failure to attend the required number of Salaats will result in a thirty-minute Saturday morning detention for every Salaat missed.
9. **Detentions:** We have two types of detentions at Madrasah, **Same-Day detentions and Saturday Detentions.** Same-Day detentions take place on the day they are issued, without any prior notice to the parents. The duration of the detention is at the discretion of the teacher. Parents are kindly requested to check with the headteacher if a child does not come out of Madrasah on time. Same-Day Detention may take place at Masjid Umar, Barnsley road due to logistics. Saturday Detentions take place on Saturdays with prior notice given to both the student and their parents. As detention is the only practical solution in maintaining the discipline in the Madrasah, it is crucial that children attend their detentions. Failure to attend detentions will be regarded as a very serious issue and will result in 2 consecutive Saturday detentions. Failure to attend the 2 consecutive Saturday detentions too, will result in a fixed penalty of £10.

10. **Late Collection:** In the best interest and safety of your child, it is important that parents collect their children immediately after Madrasah has finished. It will not be fair to staff members of expecting them to supervise the children until parents arrive. If any parent fails to collect his/her child twenty minutes after home, then a fine of £2.50 will be incurred for every five minutes thereafter.
11. **General Appearance:** In today's very permissive society where there appears to be no restrictions as to how one should portray themselves, it is vital we have some form of code pertaining to appearance. This is to ensure we maintain our identity as Muslims and we all look decent and smart. For this very reason, boys are not allowed to wear jewellery of any kind with the exception of a silver ring nor are they allowed to have unIslamic hair styles. Hence, short-back and sides where there is a small difference in the size of the hair will be accepted. Other than this, all other hairstyles e.g 'skin fade' or extreme 'short back and sides' shall remain unacceptable. Unacceptable hairstyles will result in a Saturday morning detention and parents will be asked to rectify the situation before the child can attend the Madrasah again. Girls are not allowed to wear figure hugging jilbaabs, make-up or have their hair in a bun. If that is the case then the child will be sent home to rectify the situation followed by a Saturday detention.
12. **Exam Attendance:** Exams are the most effective and thorough way of assessing the progress of an individual as well as of a whole class. They allow the teacher to guide and progress the class in the right direction and make improvements. Hence, attendance in our bi-annual exams for all subjects is a must. Any absences during the days of examinations MUST be authorised PRIOR to the exams. As these days are published well in advance, only certain very urgent circumstances may be authorised. National and international holidays and visits during examinations will be regarded as unauthorised. All unauthorised absences during exam period will result in a fixed penalty of £20 per subject per child.
13. **Term Time leave:** Leave during Madrasah term time can have a serious detrimental effect on a child's achievement. Parents will always be requested to avoid taking their child for visits during term time. If absolutely inevitable, then parents must ensure that they complete our 'Holiday Request Form' and return it to us, giving us enough time to consider the request before they leave. Holidays/trips in the U.K. on madrasah days will be regarded as unauthorised as there are enough holidays given throughout the summer period.

Leave to attend a family wedding or funeral: Absences for a close family wedding or funeral taking place in a distant city will be authorised for a maximum of two madrasah days. Proof of this will be required. Any additional days taken off will be regarded as unauthorised. All unauthorised absences will result in a penalty charge of £5 per Madrasah day, per pupil. This charge is payable either before travelling or at the latest, on return. Failure to comply will lead to termination of your child's madrasah place.
14. **Parents Meeting:** We strongly believe that we cannot succeed in our goals without parental involvement. For this reason we have bi-annual meetings for both fathers and mothers separately. These meetings will give us the opportunity to discuss with the parents our developments, future goals, as well as our joint responsibilities towards the success of our children. It also allows us to celebrate the hard work and achievements of our children. Failure to attend these meetings regardless of any reason other than travel to the home country will result in a fixed penalty of £50.
15. **Fees:** Madrasah fees for each child is currently **£8 per week**. This is payable on Fridays for all children in Class 3 onwards and **£35 on a monthly basis in arrears for children in Class 1's and 2's. Fees will still be payable if a child is absent**, whether the absence is for a valid reason or otherwise, regardless of an absence being authorised or not, and whether the absence is for a short duration or long term. The only exception is if a child is absent due to authorised holidays to their native country. Failure to pay the fees or to delay it by more than a fortnight will result in the child being temporarily suspended from class until the outstanding amount has been cleared.
16. Every student in the madrasah will be expected to finish the whole syllabus through to Year 11. Failure to do so may result in losing the madrasah place for younger siblings/ affect enrollment for siblings in future.
17. Whenever parents are required to contact the headteachers, this must be done within the time-frame stipulated, failure to do so may result in temporary suspension of their children, until the matter has been resolved.
18. **Complaints Procedure:** if any parent has a complaint against the Madrasah, then they must speak to the Head Teacher to resolve the issue and not approach any of the teachers.